



Sedalia School District #200

Student Discipline Code Handbook

Specific Discipline Procedures
for

Elementary (K-4)
Middle School (5)
Junior High (6-8)
High School (9-12)

SEDALIA SCHOOL DISTRICT #200
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Initial Adoption of Discipline Code

The Discipline Code for Sedalia School District #200 was developed by a committee of students, parents, teachers, and administrators and adopted by the Board of Education on January 14, 1986.

Revisions

July 29, 1992	July 9, 2010
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INTRODUCTION

The purpose of the Discipline Code is to ensure a safe and orderly environment for learning in the school district. It will provide a clear statement of the behavior expected of this district’s students and will outline the consequences of misbehavior.

This policy finds its legal basis in Missouri law including, but not limited to, the Excellence in Education Act of 1985 (Section 5), Senate Bill 380, and the Safe Schools Act, which states:

- 5.1 The local board of education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the superintendent of such district, during the normal business hours, for public inspection.
- 5.2 The policy shall contain the consequences of the failure to obey standards of conduct set by the local board of education and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.
- 5.3 All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school, or on any property of the school, during school-sponsored activities or during intermission or recess periods.
- 5.4 Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

Also Sections 171.011, 563.061, 167.031, 167.161 and 167.171.

The discipline code will include a statement of philosophy, sections on corrective disciplinary processes and options, discipline of handicapped students, due process, privacy rights of students and parents, definitions, and administrative powers.

CORRECTIVE DISCIPLINE OPTIONS

Administrators will have the authority to use their discretion in determining the appropriate disciplinary steps, depending upon the severity and frequency of incidents.

Students under suspension from school are not to attend school district activities nor be on school district grounds.

A student/parent conference with the superintendent or designee shall be required prior to re-admittance for students suspended from school for a period of 10 days or more. Written notice of conference will be provided to parent or guardian.

STATEMENT OF PHILOSOPHY

The Sedalia School District #200 has the responsibility, granted by the state, to provide public education for children until they graduate or reach the age of 21. To fairly and effectively carry out this duty, school authorities and parents must establish an environment in each school, which is conducive to learning. To accomplish this goal, there must be respect and mutual trust among parents, teachers, administrators, and students. There are many factors, which affect the learning environment. The most destructive factors are inappropriate conduct and a lack of consistent and effective disciplinary response.

Federal and state laws confer rights and freedoms to every citizen, both in and out of school. At the same time, every citizen has the responsibility to respect the identical rights of others. Because of the importance of maintaining a harmony between rights and responsibilities, school authorities are allowed a broad range of powers in maintaining an orderly environment, provided they adhere to the requirements of due process and other constitutional standards.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

Organizations, businesses, and industries cannot operate successfully without procedures, goals, expectations, and satisfied workers; neither can schools. Rules, which establish discipline guidelines for students, are necessary and basic to their growth and development. Thus, it becomes the responsibility of local school districts to have a discipline code, which reflects the community's standards and expectations for student behavior.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Sedalia School District #200 Board of Education to create an environment in which each student's right to learn is protected. The Board is legally empowered to establish operation of the district's schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students are expected to obey any such interpretation subject to an appeal.

Students and their parent/legal guardian will be notified of their rights and responsibilities, including standards of conduct, through handouts distributed annually. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours. Through clear understanding of these rights and responsibilities, the elements of respect and cooperation should result in the harmonious and constructive education of the student.

The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

Each Student has the Responsibility to:

- * know and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers;
- * respect the human dignity and worth of every other individual;
- * refrain from libel, slanderous remarks, and obscenity in verbal and nonverbal expression;
- * study diligently and maintain the best possible level of academic achievement;
- * be punctual and present in the regular school program;
- * dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety as defined by the student dress code;
- * help maintain and improve the school environment, preserve school and private property, and exercise the utmost care while using school facilities;
- * refrain from disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process;
- * respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline at school sponsored activities;
- * be informed that the use of illicit drugs and the unlawful possession of, distribution of, or use of alcohol and tobacco is wrong and harmful and prohibited on school premises or as a part of any of its activities. Violation could result in consequences up to and including expulsion and referral to prosecution. Compliance with the standards of conduct is mandatory.

HOTLINE

Your child's safety at school is a top priority for us. If you are aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of the school staff or your parent/legal guardian. If you are uncomfortable bringing this situation to the attention of an adult you know, access the anonymous Tip Line on the District website or call the Missouri School Violence Hotline at 866-748-7047.

DISCIPLINE REPORTING AND RECORDS

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors which endanger the welfare or safety of students, staff, and patrons of the district. The purpose of this policy is to designate specific actions committed by students which must be reported to teachers, administrators and/or law enforcement officials as well as those actions which must be documented in a student's discipline record.

Definitions

The following definitions and terms apply to this policy:

1. Act of School Violence/Violent Behavior – The exertion of physical force by a student with the intent to do serious physical injury to another person while

- on school property, including a school bus in service on behalf of the district, or while involved in school activities.
2. Serious Physical Injury – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
 3. Serious Violation of District’s Discipline Policy – One or more of the following acts if committed by a student enrolled in the district:
 - Any act of school violence.
 - Any offense, which occurs on school grounds, on school buses, or at any school activity, which is required by law to be, reported to law enforcement officials.
 - Any offense, which results in an out-of-school suspension for more than ten (10) school days.
 - School disciplinary consequences could be imposed in a case where a student “threatened, assaulted, or harassed” a school employee off of the school grounds and off school time.
 4. Need to Know – Relates to school personnel who are directly responsible for the student’s education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Reporting to School Staff

School administrators shall report acts of school violence to teachers and other school district employees with a need to know. In addition, any portion of a student’s Individualized Education Program (IEP) that is related or demonstrates potentially violent behavior shall be provided to any teacher or other district employee with a need to know.

Teachers and other school district employees who have a need to know will also be informed by the superintendent or designee of any violent acts committed by a student or alleged to have been committed by a student in the district, which is reported to the district by a juvenile officer in accordance with state law. The report from the juvenile officer shall not be used as the sole basis for denying educational services to a student.

Every employee is required to notify their supervisor if they have reason to believe that a student or district employee has committed a felony or has physically or sexually abused a district student or possessed a controlled substance or weapon in violation of district policy.

Reporting to Law Enforcement Officials

Any felony listed in this section, or any act which if committed by an adult would be a felony listed in this section, that is committed on school property, any school bus, or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement:

1. First or second degree murder under State Statute 565.020, .021, RSMo;
2. Voluntary or involuntary manslaughter under State Statute 565.024 R

3. Kidnapping under State Statute 565.110, RSMo;
4. First, second, or third degree assault under State Statute 565.050, .060, .070, RSMo;
5. Sexual assault under State Statute 566.040, .070, RSMo;
6. Forcible rape or sodomy under State Statute 566.030, .060, RSMo;
7. Burglary in the first or second degree under State Statute 569.160, .170, RSMo;
8. Robbery in the first degree under State Statute 569.020, RSMo;
9. Possession of a weapon under State Statute 571.010, RSMo;
10. Distribution of drugs under State Statute 195.211, .212, RSMo;
11. Arson in the first degree under State Statute 569.040, RSMo;
12. Felonious restraint under State Statute 565.120, RSMo;
13. Property damage in the first degree under State Statute 569.100, RSMo; Section 160.261.2 of SB 944 (2000) additions:
14. Child molestation in the first degree;
15. Deviate sexual assault;
16. Sexual misconduct;
17. Sexual abuse;
18. Harassment under section 565.090;
19. Stalking under section 565.225.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student whom the school district is aware is under the jurisdiction of the court.

The principal shall immediately report to the appropriate law enforcement agency, and superintendent, any incident in which a person is believed to have committed an act which, if committed by an adult, would be first, second, or third degree assault, sexual assault, or deviate sexual assault against a student or school employee, while on school property, buses, or at school activities. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district’s policy.

SAFE SCHOOLS
SB 944 – Revisions, 2000

Prohibitions and reporting of student possession of weapons or controlled substances shall apply to the school playground or parking lot, school bus, or school activity whether on or off school property.

The school district may recognize disciplinary actions of another school district whether in-state, or out-of state, in a public, private or charter school. The school board shall not readmit or enroll a pupil suspended for more than 10 days for school violence, regardless of whether the act was committed at a public or private school, provided that the act was the cause of the suspension or expulsion in the case of a private school, without first holding a conference with the appropriate school officials.

Student Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

Legal References: State Statutes 160.261, 167.020, 565.002 RSMo, Missouri Safe Schools Act, H.B. 1301 and 1298 (1996).

FIREARM-FREE SCHOOL POLICY

The Sedalia School District #200 seeks to provide a safe, violence-free educational environment for its students and workplace for its employees. The District recognizes that firearms have no place on school grounds.

The District recognizes that it must comply with federal and state laws concerning the treatment of students who bring firearms to school. Accordingly, this policy complies with the provisions of the Improving America's Schools Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state laws.

The District recognizes the risk of harm that a person who brings a firearm to school may present to himself/herself and to others on school premises. The District recognizes firearm possession as a potential threat to the health, safety, and security of students, employees, and other persons. The District will not tolerate the risk of harm presented when a person brings a firearm on the premises of our schools. Thus, the District states the following:

Student Who Brings a Firearm to School:

The District will adhere to the requirements of the Safe Schools Act of 1996 and implementing state law if district officials determine that a student has brought a firearm to school.

The Safe Schools Act of 1996 and state law implementing this act mandate that local school districts take specific action upon determining that a student has brought a firearm to school. The failure of school districts to observe these requirements will result in the potential loss of significant educational funding. Therefore, the District will not tolerate a student bringing a firearm to school.

This policy shall not be construed to prohibit the Board from allowing a Civil War re-enactor to carry a Civil War-era weapon on school property for educational purposes so long as the firearm is unloaded. As amended by SB 944, the act does not prohibit students from participation in school-sanctioned firearm-related events, provided that an adult lawfully transports the weapon onto school property.

This policy will be submitted annually to the Missouri Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 United States Code 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled, and the types of weapons involved. Effective 2000-01, the school district shall annually report the rates and durations of and reasons for suspensions of 10 days or longer and expulsions of pupils.

Applicability of Policy to Students with Disabilities:

If the student who is determined to be in violation of this Firearm-Free Schools Policy is a student with a disability under the Individuals With Disabilities Education Act, the District may assign the student to an alternative educational placement for a period of up to 45 days. Such laws and regulations set forth special procedures to be followed when a student with disabilities brings a firearm to school. This Firearm-Free Schools Policy will apply to students with disabilities to the extent that its application is allowed under the Individuals With Disabilities Education Act.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Student discipline is a complex issue when one considers only the general school population. The additional legal and ethical issues surrounding the discipline of students with disabilities demand an increased sensitivity to the needs of this special population. In spite of special consideration, it should not be assumed that students with disabilities are immune from disciplinary measures.

As the goals set forth in the philosophy of the discipline code are important educational goals for all students, handicapped students should be required to meet these expectations to the maximum extent possible with the variations based upon the nature and extent of the handicapping condition. Variations to the discipline code should be outlined in the students' Individualized Education Programs.

Disciplinary Actions for Less than Ten School Days

1. Students with disabilities who violate the School District's discipline policy may be disciplined in the same manner as other students, provided that any resulting suspension (in-school or out-of-school) or other change in placement can exceed ten school days. If the offense is not related to the student's disability, placement can exceed 10 school days.

2. Depending upon the student's misconduct and upon the specific provisions of the District's discipline policy, the disciplinary alternatives for 10 days or less include:
 - a. Suspension without educational services
 - b. Assignment to an interim alternative educational setting (i.e. resource room, in-school suspension, time out);
 - c. Assignment to another setting (i.e. homebased).

Disciplinary Actions in Excess of Ten School Days (Not Long-term or Expulsion)

1. Services are required on the 11th school day in the school year and thereafter if necessary to enable child to appropriately progress as determined by school staff (not IEP team).
2. Convene an IEP meeting to develop functional behavioral assessment plan, if no functional assessment has been done.
3. The behavioral intervention plan is to be reviewed by IEP team, if one exists, or is to be developed if none exists.
4. No IEP meeting is required if a functional behavioral assessment and behavior intervention plan has been done previously, and if the IEP team has already reviewed behavior intervention plan in a prior suspension exceeding 10 school days in a school year.

Long-Term Changes in Placement

1. Removal from Current Educational Placement for More than Ten Cumulative School Days

A student with a disability who violates the District's discipline policy who has been removed from the current educational placement for more than ten (10) cumulative days in the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students, if the pattern of short-term exclusions totaling more than ten (10) cumulative days does not constitute change of placement.

On the eleventh day of removal in a school year, the District will provide educational services. If the cumulative removals do not constitute a change of placement, the services to be provided will be determined by school personnel.

A series of removals from the current educational placement for more than ten (10) days may amount to a pattern of exclusion that constitutes a change of placement. If a student with a disability has been removed for more than ten (10) cumulative school days and the removals constitute a change of placement, or if a school administrator determines that a removal for more than ten (10) consecutive school days is being considered, on the date a decision to make such a removal is made, the parents will be notified of the decision.

Not later than ten (10) business days after commencing a cumulative removal that constitutes a change of placement or when considering a removal of greater than ten (10) consecutive school days, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not previously been conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as necessary.

In addition, not later than ten (10) days after the date of the decision to remove a student for more than ten (10) cumulative days constituting a change of placement or for consideration of a removal of more than ten (10) consecutive school days, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to disciplinary action. If a determination is made that the student's behavior was not a manifestation of the student's disability, disciplinary rules will be applied to the student in the same manner they would be applied to a student without a disability, except that a free appropriate public education will be provided to the student as determined by the IEP team.

2. Long-Term Changes in Placement (Drugs and Weapons)

In addition to any other discipline consistent with this regulation, District administrators may assign a student to an interim alternative educational setting for a period of time not to exceed forty-five (45) calendar days, when a student with a disability:

- a. Possesses a weapon at school or at a school function; or
- b. Knowingly possess or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or at a school function.

On the date a decision to make such a removal is made, the parent/legal guardian will be notified of the decision.

Not later than ten (10) business days after commencing such a removal, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not been previously conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as needed.

Not later than ten (10) days after the date of the decision to assign a student to an interim alternative educational setting, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to the disciplinary action and to determine interim alternative educational placement.

The IEP team will decide on an interim alternative educational setting that will allow the student to continue to progress in the general curriculum, to review the services and modifications that will enable the child to meet the goals set out in the student's IEP, and to receive services and modifications to attempt to prevent the student's behavior from recurring.

3. Violent Students

If the school district believes a student will injure himself or others, the school district has the right to obtain an expedited due process hearing. The parent must be notified immediately by the district of the decision to take this action and provided a copy of the procedural safeguards. At the hearing, the hearing panel may order a change in placement to an appropriate interim alternative educational setting for not more than 45 days if the hearing panel:

- a. determines the school district has demonstrated by substantial evidence that maintaining the current placement of such students is substantially likely to result in injury to the student or others;
- b. considers the appropriateness of the student's current placement;
- c. considers whether the school district has made reasonable efforts to minimize the risk of harm in the student's current placement including the use of supplementary aids and services; and
- d. determines that the interim alternative educational setting is not appropriate and the student should continue to participate in the general curriculum and continue to receive services required by his current IEP.

Appeal of Disciplinary Actions:

Parent/legal guardian may appeal suspensions in excess of 10 days to the Board of Education pursuant to board policy.

If a parent requests a due process hearing regarding the discipline action to challenge the interim alternative educational setting or the manifestation determination, the student will remain in that interim alternative educational setting pending the hearing decision or until expiration of the time period of the interim alternative educational setting, whichever comes first (unless the parties agree otherwise).

If school personnel maintain that it is dangerous for the student to be returned to the student's current placement (the placement prior to removal to the interim alternative educational setting) during the pendency of the due process proceedings, the school district may request an expedited hearing.

Long-Term Changes Placement (Likely-to-Injure Cases)

1. District administrators may request a state appointed hearing officer to determine whether a disabled student is substantially likely to cause injury to others.

2. In determining whether a disabled student is substantially likely to injure others, the hearing officer will consider:
 - a. The likelihood of injury to the student or to others if the student remains in his/her current educational placement;
 - b. The appropriateness of the student's current placement; and
 - c. Whether the District has made reasonable efforts to minimize the risk of harm in the current educational placement, including the use of supplemental aids and services.
3. If the hearing officer determines that the disabled student is substantially likely to injure themselves or others, the hearing officer may assign the student to an interim educational placement for up to forty-five (45) days.
4. Manifestation Determination - Same procedures as in Long-Term Changes in Placement (Drugs and Weapons)

ELEMENTARY STUDENT ATTENDANCE POLICY (K-4)

The mission of the Sedalia School District is to have 90% of our students attend school 90% of the time.

Please have your child arrive promptly. Attendance and lunch count start immediately and tardiness wastes instructional time. If your child is going to be absent or late, please call the school by 9:00 a.m. if possible. At that time you may request that homework be sent to the office for you to pick up, (please call as early in the day as possible to allow time for the teacher to get assignments and books together). If your child arrives at school late, he/she must check in through the office before going to class. If you are going to pick up your child early, please send a note to the office. Also, you must come in the office and sign him/her out. A student arriving at school late or taken out of school early will be counted absent for the part of the day missed. Any absence will prevent a student from receiving a perfect attendance award. A note needs to be sent to school with your child if he/she needs to stay in at recess. If your child needs to stay in longer than three (3) consecutive days, a doctor's excuse is required.

1. **Philosophy**
Absenteeism hinders educational achievement and is detrimental to academic and vocational success. Parents, students and teachers all share in the responsibility for encouraging regular attendance. This policy will apply to all K-4 students.
2. **Responsibility**
Every school day, absences for each student will be carefully checked, recorded, and reported by each teacher to the office.

The documentation of an absence so that it may be properly recorded is the responsibility of the student and parent/legal guardian. Professional documentation may include (but not be limited to): Doctor, dentist, legal appointments and funerals. The absence of any student sent home ill from school by the school nurse or by the building principal will be considered documented. Medical documentation must be provided **within 10 school days** of the absence in order for the absence to be marked as Medical (M). Parents should always obtain a note from the attending physician, physician

assistant or nurse practitioner when the student needs medical attention. The absence will be considered excused and will count as one of the eight allowable days. However, the doctor's note will be taken into consideration should the student's absences reach nine.

The eight (8) days per semester as allowed by this policy are to take care of such things as minor medical problems not requiring a doctor's attention but which may necessitate being out of class for a short period of time (i.e., flu, colds, sinus problems, minor injuries, etc.). The exceptions to this are truancy and out-of-school suspension.

Make-up work will be allowed for all absences (with the exception of truancy and suspension) until the policy has been violated. After that time, make-up work will be allowed for absences based on professional documentation or acceptance by the Appeals Committee. It is the responsibility of the student to acquire, perform, and return all make-up work to each teacher. One (1) day for make-up work will be allowed for each day of absence plus one (1) (i.e., for three (3) days of absence, the student will have four (4) days to make up the work.) All make-up work must be turned in to each teacher by the morning after the last allowable make-up day.

3. **Violation**

Student absences exceeding eight (8) days in one (1) semester will be in violation of the district attendance policy, which may result in a parent contact, parent-principal conference, grade level retention, suspension (either in-school or out-of-school), referral to Truancy Court, or to Missouri Division of Family Services for parental educational neglect or possible referral to the Prosecuting Attorney. The building administrator and/or committee may make an attendance contact with parent and student to remediate attendance problems.

4. **Procedures**

The parent/legal guardian should receive notification by telephone or regular mail from the office communicating the student's number of absences at the following times:

- 4th unexcused absence per semester - parents will be contacted by letter
- 5th – 7th unexcused absence per semester – personal contact to parents
- 8th unexcused absence per semester – possible Truancy Court referral and/or parent prosecution

A student and parent/legal guardian may request a conference at any time with the principal or other designated school official to discuss the absences of the student or the attendance policy. Only professional documentation will excuse absences from school.

In the event that a student's absences exceed the eight (8) day policy limit, the student and parent or legal guardian may file an appeal in writing within five (5) days of the notice of violation of the attendance policy. This appeal must be filed in the principal's office. The applicant shall be required to present valid evidence to substantiate the appeal at the hearing. The appeal committee shall be composed of one (1) teacher selected by the student or their parents, two (2) teachers selected by the teaching staff and the school counselor.

Absences that may be excused by this policy and/or the Appeal Committee are:

- a. Illness of the student.
- b. Critical illness or death in the immediate family.
- c. Time necessary for attending a funeral service of a person whose relationship to the student or family warrants such attendance may be excused provided prior arrangements have been made with the principal.
- d. Pre-arranged absences made only through the principal.
- e. Special circumstances as determined by the school.

5. **Suspension/Truancy/Tardies**

A student who is suspended out-of-school for a disciplinary problem for any number of days will have that number of days charged against the total of eight (8) days as permitted by this policy. All days suspended are unexcused and no make-up work is allowed.

A student who is truant for any number of days will have that number of days charged against the total of eight (8) days as permitted by this policy. All days truant are unexcused and no make-up work is allowed.

Any student who is tardy more than eight (8) times per semester will follow the same procedures as prior listed in attendance procedure.

6. **Nine Percent (9%) Rule**

The eight (8) days of absence per semester as allowed by this policy is nine percent (9%) of the total classroom days in our school calendar. Therefore, any student entering after the opening day of school as a new student or as a transfer student will be allowed nine percent (9%) of the remaining days in the semester as his/her number of allowable absences. Attendance policies from previous schools will be honored.

7. **Ten (10) Consecutive Day Rule**

Any student who has been absent for ten (10) consecutive days will be dismissed from the attendance rolls. The parent(s) will be required to establish an appointment with the principal prior to re-enrolling the student unless previous arrangements have been made.

MIDDLE SCHOOL (5) AND JUNIOR HIGH (6-8) STUDENT ATTENDANCE POLICY

Please have your child arrive promptly. Attendance count starts immediately. If your child is going to be absent or late, please call the school by 8:00 a.m. if possible. If your child arrives at school late, he/she must check in through the office before going to class. If you are going to pick up your child early, please send a note to the front office. Also, you must come in the office and sign him/her out. A student arriving at school late or taken out of school early will be counted absent for the part of the day missed. Any absence will prevent a student from receiving a perfect attendance award.

1. **Philosophy**

Absenteeism hinders educational achievement and is detrimental to academic and vocational success. Parents, students and teachers all share in the responsibility for encouraging regular attendance. This policy will apply to all middle/junior high school students.

2. Responsibility

Every school day, absences for each student will be carefully checked, recorded, and reported by each teacher to the office.

The documentation of an absence so that it may be properly recorded is the responsibility of the student and parent/legal guardian. Professional documentation may include (but not be limited to): Doctor, dentist, legal appointments and funerals. The absence of any student sent home ill from school by the school nurse or by the building principal will be considered documented. Medical documentation must be provided **within 10 school days** of the absence in order for the absence to be marked as Medical (M). Parents should always obtain a note from the attending physician, physician assistant or nurse practitioner when the student needs medical attention. The absence will be considered excused and will count as one of the eight allowable days. However, the doctor's note will be taken into consideration should the student's absences reach nine.

The eight (8) days per semester as allowed by this policy are to take care of such things as minor medical problems not requiring a doctor's attention but which may necessitate being out of class for a short period of time (i.e., flu, colds, sinus problems, minor injuries, etc.). The exceptions to this are truancy and out-of-school suspension.

Make-up work will be allowed for all absences (with the exception of truancy and suspension) until the policy has been violated. After that time, make-up work will be allowed for absences based on professional documentation or acceptance by the Appeals Committee. It is the responsibility of the student to acquire, perform and return all make-up work to each teacher. One (1) day for make-up work will be allowed for each day of absence up to five (5) days of absenteeism, a student will have a maximum of five (5) days to make up his/her work. All make-up work must be turned in to each teacher by the morning after the last allowable make-up day.

3. Violation

Student absences exceeding eight (8) days in one (1) semester will be in violation of the district attendance policy, which may result in a parent contact, parent-principal conference, grade level retention, suspension (either in-school or out-of-school), referral to Truancy Court, or to Missouri Division of Family Services for parental educational neglect or possible referral to the Prosecuting Attorney. The building administrator and/or committee may make an attendance contact with parent and student to remediate attendance problems.

4. Procedures

The parent/legal guardian should receive notification by telephone or regular mail from the office communicating the student's number of absences at the following times:

- 4th unexcused absence per semester – parents will be contacted by letter
- 5th – 7th unexcused absence per semester – personal contact to parents
- 8th unexcused absence per semester – possible Truancy Court referral and/or parent prosecution

A student and parent/legal guardian may request a conference at any time with the principal or other designated school official to discuss the absences of the student or the attendance policy. Only professional documentation will excuse absences from school. In the event that a student's absences exceed the eight (8) day policy limit, the student and parent or legal guardian may file an appeal in writing within five (5) days of the notice of violation of the attendance policy. This appeal must be filed in the principal's office. The applicant shall be required to present valid evidence to substantiate the appeal at the hearing. The appeal committee shall be composed of one (1) teacher selected by the student or their parents, two (2) teachers selected by the teaching staff and a school counselor.

Absences that may be excused by this policy and/or the Appeal Committee are:

- a. Illness of the student.
- b. Critical illness or death in the immediate family.
- c. Time necessary for attending a funeral service of a person whose relationship to the student or family warrants such attendance may be excused provided prior arrangements have been made with the principal.
- d. Pre-arranged absences made only through the principal.
- e. Special circumstances as determined by the school.

5. Suspension/Truancy/Tardies

A student who is suspended out-of-school for a disciplinary problem for any number days will have that number of days charged against the total of eight (8) days as permitted by this policy. All days suspended are unexcused and no make-up work is allowed.

A student who is truant for any number of days will have that number of days charged against the total of eight (8) days as permitted by this policy. All days truant are unexcused and no make-up work is allowed.

Unexcused tardies will be accumulated based upon the amount of time a student is late to school. (i.e., a student who is two (2) hours late to school four (4) times will be counted as one (1) day absent.)

6. Nine Percent (9%) Rule

The eight (8) days of absence per semester as allowed by this policy is nine percent (9%) of the total classroom days in our school calendar. Therefore, any student entering after the opening day of school as a new student or as a transfer student will be allowed nine percent (9%) of the remaining days in the semester as his/her number of allowable absences. Attendance policies from previous schools will be honored.

7. Ten (10) Consecutive Day Rule

Any student who has been absent for ten (10) consecutive days will be dismissed from the attendance rolls. The parent(s) will be required to establish an appointment with the principal prior to re-enrolling the student unless previous arrangements have been made.

8. Administrative Authority

Building administrators will have the authority to use their discretion in determining all cases regarding attendance.

HIGH SCHOOL (9-12) STUDENT ATTENDANCE POLICY

Rationale for the Policy:

1. Regular and punctual patterns of attendance will be expected of each student enrolled in Smith-Cotton High School. The secondary student is of an age when he/she needs to learn the valuable concepts of attendance and punctuality. The lesson is important for the student's maturation and acceptance of the responsibility for his/her actions. Good high school attendance helps prepare the teenager for attendance requirements placed upon an individual as an adult.
2. Students should strive to maintain a good attendance record because there is a direct relationship between school attendance and grades, citizenship, and success in school.
3. Frequent absence of students from regular classroom learning experiences disrupts the continuity of the instructional process. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experience, and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose.
4. The attendance policy exists with only the intent to help students and to maintain the rationale for which it exists. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parent/legal guardians, teachers, and administrators to keep absences and tardies to a minimum.

Steps for Attendance Procedure Operation:

1. Daily Absence Reporting

- a. The parent/legal guardian of the student should notify the attendance office by **9 a.m.** each day of the student's absence. This call will excuse the student's absence. While an excused absence counts as one of the eight absences allowable for each class (see #5), students will be allowed to make up work.
- b. Students whose parents have not contacted the school on the day of their absence will need to provide a written excuse from a parent or legal guardian when they return to school.
- c. Medical documentation must be provided **within 10 school days** of the absence in order for the absence to be marked as Medical (M). Parents should always obtain a note from the attending physician, physician assistant or nurse practitioner when the student needs medical attention. The absence will be considered excused and will count as one of the eight allowable days. However, the doctor's note will be taken into consideration should the student's absences reach nine. The absence of any student sent home ill from school by the school nurse or by the building principal will be considered documented.
- d. The student will be considered TRUANT if the parent or legal guardian fails to notify the school on the date of the absence. Truancy is defined as an avoidable absence without the knowledge and consent of the student's parents/legal guardians or school administration.

- e. The documentation of an absence, so that it may be properly recorded, is the responsibility of the student and parent/legal guardian. Professional documentation may include (but not be limited to): doctor, dentist, legal appointments, college visit, and funerals.

2. Any absence beyond eight (8) per class per semester may result in loss of credit.

3. Student attendance will be checked periodically by a building administrator, counselor, and/or social worker. Parent/legal guardian will be notified of the student's attendance record after four absences.

4. When a student has an unexcused absence, parents will be notified via phone call, home visit, and/or letter.

5. Make-up Privileges

- a. Upon returning to school, after being absent and receiving an excused absence, it is the student's responsibility to ask the teachers for make-up work. Make up work will be due one (1) day after the missed day.
- b. Students who have excused absences from school will have the number of school days they were absent to complete make-up work, except by special arrangement with the teacher.
- c. Make-up for final exams requires administrative approval.
- d. **Students missing school time due to field trips, extra-curricular, co-curricular activities must obtain their homework ahead of time or no credit will be given.**

6. Appeals will be considered only on the basis of medical records, emergencies, or special circumstances. Loss of credit due to truancy is not a valid basis for appeal. If the student or his/her parents feel that the absences were unavoidable, they may make a request to present their information to the Appeal Committee. An appeal must be filed no later than **10 days after the semester ends.**

7. Tardies

- a. Each student has the responsibility to arrive at school and to class on time.
- b. Students who arrive at school after 8:20 a.m. MUST check-in through the attendance office.
- c. Tardies will be monitored by each classroom teacher, who can require the student to serve a 15 or 30 minute detention.
- d. Excessive tardiness to class, or failure to serve a detention, will be referred to the assistant principals for disciplinary action and parent notification.

8. Truancy/Unexcused Absences will result in one or more of the following:

- a. No make-up privileges.
- b. Administrative action.
- c. Parent notification or conference, either by letter, phone, or in person.
- d. Referral to Truancy Court.
- e. Loss of credit.
- f. Parent prosecution.

WHITTIER HIGH SCHOOL (9-12) STUDENT ATTENDANCE POLICY

Steps for Attendance Procedure Operation:

1. Daily Absence Reporting

- a. The parent/legal guardian of the student should notify the attendance office by **9:15 a.m.** each day of the student's absence. This call will excuse the student's absence. While an excused absence counts as one of the four absences allowable for each class (see #5), students will be allowed to make up work.
- c. Medical documentation must be provided **within 10 school days** of the absence in order for the absence to be marked as Medical (M). Parents should always obtain a note from the attending physician, physician assistant or nurse practitioner when the student needs medical attention. The absence will be considered excused and will count as one of the four allowable days. However, the doctor's note will be taken into consideration should the student's absences reach five. The absence of any student sent home ill from school by the school nurse or by the building principal will be considered documented.
- d. The student will be considered TRUANT if the parent or legal guardian fails to notify the school on the date of the absence. Truancy is defined as an avoidable absence without the knowledge and consent of the student's parents/legal guardians or school administration.
- e. The documentation of an absence, so that it may be properly recorded, is the responsibility of the student and parent/legal guardian. Professional documentation may include (but not be limited to): doctor, dentist, legal appointments, college visit, and funerals.

2. Any absence beyond four (4) per class per term may result in loss of credit.

3. Student attendance will be checked periodically by a building administrator, counselor, and/or social worker. Parent/legal guardian will be notified of the student's attendance record after four absences.

4. When a student has an unexcused absence, parents will be notified via phone call home visit, and/or letter.

5. Make-up Privileges

- a. Upon returning to school, after being absent and receiving an excused absence, it is the student's responsibility to ask the teachers for make-up work. Make up work will be due one (1) day after the missed day.
- b. Students who have excused absences from school will have the number of school days they were absent to complete make-up work, except by special arrangement with the teacher.
- c. Make-up for final exams requires administrative approval.
- d. **Students missing school time due to field trips, extra-curricular, co-curricular activities must obtain their homework ahead of time or no credit will be given.**

6. Appeals will be considered only on the basis of medical records, emergencies, or special circumstances. Loss of credit due to truancy is not a valid basis for appeal. If the student or his/her parents feel that the absences were unavoidable, they may make a request to present their information to the Appeal Committee. An appeal must be filed no later than **10 days after the semester ends.**

7. Tardies

- a. Each student has the responsibility to arrive at school and to class on time.
- b. Students who arrive at school after 9:00 a.m. **MUST** check-in through the attendance office.
- c. Tardies will be monitored by each classroom teacher, who can require the student to serve a 15 or 30 minute detention.
- d. Excessive tardiness to class, or failure to serve a detention, will be referred to the assistant principals for disciplinary action and parent notification.

8. Truancy/Unexcused Absences will result in one or more of the following:

- a. No make-up privileges.
- b. Administrative action.
- c. Parent notification or conference, either by letter, phone, or in person.
- d. Referral to Truancy Court.
- e. Loss of credit.
- f. Parent prosecution.

APPEALS AND/OR DUE PROCESS PROCEDURES

Appeals or due process procedures will include both informal and formal meetings. Generally, decisions made by a teacher or other staff member will first be appealed to the principal or assistant principal. The principal's decision may be appealed to the superintendent or assistant superintendent level and that decision may be appealed to the Board of Education.

Problems referred by the teacher of a classroom, bus driver, or other staff member will fall within the following framework:

1. The principal should have a description of the misbehavior from the teacher, bus driver, or other staff member.
2. All disciplinary action by the principal begins with a conference or informal hearing with the student.
3. A general record of the conference and all disciplinary action should be kept and, when appropriate, a copy sent to the referring teacher.
4. The principal and referring teacher or staff member should refrain from informal discussions of disciplinary situations with others not involved. In cases of meetings conducted at the classroom teacher, principal, or superintendent levels, due process dictates that the disciplinarian inform the student as to the offense, give the student an opportunity to tell his or her side of the story, and make a rudimentary check on the facts before imposing discipline.

The meeting does not require witnesses and may be brief, involving no more than an informal give-and-take prior to the disciplinary action or decision regarding an appeal.

While the due process procedures for short-term suspensions, and other minor disciplinary options are relatively simple and informal, long-term suspension (exceeding ten days) and expulsion will require a more formal hearing procedure. All hearings conducted by the Board of Education shall proceed as follows:

1. The pupil and his or her parents and others having custodial care shall be notified of said hearing by certified mail, not less than ten days in advance of said hearing, said notice to be directed to the address of said pupil and his or her parents or others having custodial care as shall appear on the records of the school district.
2. The notice shall contain a written statement of the alleged facts, which constitute conduct meriting the suspension.
3. The pupil and his/her parents or others having custodial care shall have the opportunity to inspect, in advance, any affidavits and exhibits which the Board of Education intends to allow presented against the pupil.
4. The pupil and his/her parents or others having custodial care of said pupil shall have the right to hear any and all evidence presented against the pupil and to see and examine any affidavits or exhibits presented.
5. The pupil or his/her parents or others having custodial care shall have the right to cross-examine any witness.
6. The pupil or his/her parents or others having custodial care shall have the right to produce witnesses on behalf of the pupil.
7. The pupil shall have the right to present his/her own version of the events as to the charge against him/her and if the pupil does not deny the charges, but desires to present matters in mitigation or extenuation or explanation, the pupil may do so.
8. The pupil shall have the right to have counsel present to advise him/her.
9. The pupil, his/her parents or others having custodial care, shall have the right, at their own expense, to make a record of the events at the hearing.
10. If more than one student is involved in the same incident, the Board of Education may consider the cases separately or at one time. Students may request the Board to consider their cases separately. In either event, the Board shall make separate findings with regard to each student.
11. The evidence may be heard in whatever order the Board of Education shall deem advisable, although points of dispute should be separated from agreed upon facts as quickly as possible.
12. Decorum should be observed at all times, each side having the full opportunity to present its facts.
13. The Board of Education may expel from the proceedings anyone who does not await his/her turn to present matters for consideration or who otherwise unduly interferes with the deliberation of the Board.
14. The Board of Education may exclude all persons from the hearing except the student, his/her parents, or others having custodial care, his/her attorney and the witness testifying.
15. In the event the Board of Education shall decide to expel a student, or affirm a decision to suspend a student, from school for a period longer than ten (10) school days, the Board shall, as soon as it is practicable after the hearing, present the student by mail or personal delivery, a written finding of fact and statement of the disciplinary action taken. The student may, however, waive same and be provided with a verbal finding immediately.

16. A student may petition the Board of Education for reinstatement within 15 days pending the reconsideration with the Board having full discretion to either accept or reject same. Note: No hearing will be granted by the Board, new or additional.

PRIVACY RIGHTS

School records regarding disciplinary action by school personnel are sensitive records and are only maintained to insure accuracy and consistency in working with the student involved. Board Policy, 7400, refers to the District's adherence to provisions of the Family Educational Rights and Privacy Act of 1974 and applies to disciplinary records as well as other school informational records.

ADMINISTRATIVE POWERS

1. **Power of the Principal** – The principals and assistant principals of schools of the Sedalia School District #200 may suspend a pupil for a period not to exceed ten days. Any suspension by a principal shall be reported immediately to the superintendent of schools, who may revoke the suspension at any time.
2. **Power of the Superintendent or designee** – The superintendent of schools, or his/her designee, of the Sedalia School District #200 may suspend a pupil for a period of time not to exceed one hundred eighty (180) school days in accordance with the Missouri Statutes, or for 180 days in accordance with House Bill 174, if the student is charged with or convicted of a felony. However, if the suspension imposed shall be for more than ten (10) school days, the pupil, his or her parents, or others having custodial care, may appeal the decision of the superintendent to the Board of Education by asking for a hearing before the Board. Such appeal shall be in writing, may be in letter form, and may be delivered by regular mail to the Board of Education or personally delivered to any member thereof.

In the event of an appeal to the Board of Education, the superintendent shall promptly transmit to the Board a full report, in writing, of the facts relating to the suspension, the action taken, and the reasons therefore. The Board, upon request, shall grant a hearing to the appealing party to be conducted according to the laws of the State of Missouri in such cases made and provided and in accordance with the procedures herein set forth.

3. **Power of the Board of Education** – The Board of Education of this District, after notice to parents or others having custodial care, and a hearing upon charges preferred, may suspend or expel a pupil.

NON-DISCRIMINATION AND STUDENT RIGHTS

Searches by School Personnel

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may also be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy.

In addition, the Board of Education authorized the use of breathalyzers, metal scanners to search students, and/or trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, weapons or firearms, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy, or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes, and other articles of exterior clothing for examination of reasonable suspicion. Strip searches of students are prohibited.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items, or evidence of a violation of school policy is contained inside the vehicle. This includes the use of canine searches.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

Interview or Interrogation

The School District has supervisory authority over students during the school day and hours of approved extracurricular activities. The school administration will endeavor responsibility for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, to the extent permitted by law, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parent/legal guardian, as permitted by law.

Removal of Students from School

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal, to the extent permitted by law, will attempt to notify the student's parent/legal guardian that the student is being removed from school.

BUS RULES INFORMATION

1. When boarding the bus, students shall be seated and shall remain in that seat until arrival at their destination.
2. Instruments and other large objects are to be taken to the seat with the student and placed under the seat or held by the student. It cannot take up a seat for another student to sit in.
3. No pets or animals in boxes, jars or containers will be allowed on the bus.
4. No type of glass items or balloons will be allowed on the bus.
5. No eating, drinking, or chewing of gum allowed on bus.
6. Students shall remain quiet at all Railroad Crossing stops and there should be a minimum of noise while passing through town.
7. Students are not to put any part of the body out the windows.
8. No fighting or "horseplay" on buses. Normal conversation, classroom conduct shall be observed at all times.
9. Each student shall be held accountable for any destruction of property including damage to bus or personal property of others.
10. If a student is to be discharged from the bus at a place other than his or her own stop, a written note from the parent/legal guardian must be given to the building principal for approval and then to the driver.
11. The driver is in charge at all times. When on activity trips, teacher and driver are in charge.
12. Drivers may not transport any persons not regularly assigned to the bus unless authorized by the building principal.
13. The driver has the right to assign students a seat on the bus.
14. The use of alcohol, tobacco, or drugs is not permitted on the bus. Striking of matches or lighters is not permitted on the bus.
15. Obscene and unacceptable language gestures, remarks or signs will not be tolerated.
16. Students must pass 10 feet in front of the bus and establish eye contact with driver before crossing. Students shall never cross behind the bus.
17. Students will refrain from going to the mailbox until the bus has traveled away from the stop.
18. The school bus is an extension of the school and all school rules and regulations, which pertain to student conduct in the schools, are applicable to student conduct on a school bus.
19. Students may be videotaped while riding the school bus. The viewing of these tapes is subject to the guidelines authorized by the district.

20. Students must be at the bus stop 5 minutes prior to pickup time.

CORRECTIVE DISCIPLINE OPTIONS

Administrators will have the authority to use their discretion in determining the appropriate disciplinary steps, depending upon the severity and frequency of incidents.

A student who is 17 years of age or older and is charged with/or convicted of a felony will be suspended from school until the charges are reduced to a misdemeanor or dropped. Safe school act violations are suspended at any age.

Students under suspension from school are not to attend school activities nor be on school district grounds.

A student/parent conference with the superintendent or designee shall be required prior to re-admittance for students suspended from school for a period of 10 days or more. Written notice of conference will be provided to parent or guardian.

It is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. No code of conduct can be expected to list each and every offense which may result in disciplinary action. Any conduct not included herein, or any aggravated circumstance of any offense or action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent/designee and/or Board of Education.

Student Discipline Definitions and Offenses

Definition	Offense	Grades K-4
Alcohol, Controlled Substances, Illegal Drugs		
a.) Possession of or attending under the influence of any. b.) Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia. Note: For the purpose of this policy "under the influence" shall mean engaging in the use of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia.	1st Offense	PC, C, I, ISS, OSS, LA.
	2nd Offense	PC, C, I, ISS, OSS, LA, LT.
	3rd Offense	REP, PC, C, I, ISS, OSS, LA, LT.
Arson		
Starting a fire, or attempting to start a fire, or causing an explosion with the intention to damage property or buildings of the Sedalia School District #200 or other persons.	1st Offense	PC, OSS, LA, LT.
	Subsequent Offense	PC, OSS, LA, LT, RE.
C - Counselor CS - Community Service CWS - Conference with Student LA - Legal Authority LOP - Loss of Privileges LT - Long Term Suspension R - Restitution RE - Recommendation for Expulsion		

Grade 5	Grades 6-8	Grades 9-12
Alcohol, Controlled Substances, Illegal Drugs		
PC, C, I, ISS, OSS, LA.	PC, C, OSS, LA, LT.	PC, C, OSS, LT, LA.
PC, C, I, ISS, OSS, LA, LT.	PC, C, OSS, LA, LT.	PC, C, OSS, LT, LA.
REP, PC, C, I, ISS, OSS, LA, LT.	REP, PC, C, OSS, LA, LT.	REP, PC, C, OSS, LT, LA.
Arson		
PC, OSS, LA, LT.	PC, OSS, LA, LT.	PC, OSS, LA, LT.
PC, OSS, LA, LT, RE.	PC, OSS, LA, LT, RE.	PC, OSS, LA, LT, RE.
D - Detention I - Intervention ISS - In-School Suspension NC - No Credit OSS - Out-of-School Suspension PC - Parent Contact REP - Review Educational Placement SSW - School Service Work		

Definition	Offense	Grades K-4
Assault		
Safe Schools Act: Prohibitions and reporting of student possession of weapons or controlled substances shall apply to the school playground or parking lot, school bus, or school activity whether on or off school property. The school district may recognize disciplinary actions of another school district whether in-state, or out-of state, in a public, private, or charter school.		
a.) Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.	1st Offense	PC, LOP, ISS, OSS, LA, LT.
b.) Attempting to kill or cause serious physical injury to another.	2nd Offense	PC, C, LOP, ISS, OSS, LA, LT, RE.
	3rd Offense	PC, C, LOP, ISS, OSS, LA, LT, RE.
Bullying		
"Bullying" means intimidation, unwanted aggressive behavior, or harrasment that is repetitive, or is substantially likely to be repeated, and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. May consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager."	1st Offense	CWS, PC, OSS, Up to 10 days.
	2nd Offense	CWS, PC, OSS, Up to 180 days.
	3rd Offense	CWS, PC, C, OSS - Up to 180 days, RE.
C - Counselor LA - Legal Authority R - Restitution	CS - Community Service LOP - Loss of Privileges RE - Recommendation for Expulstion	CWS - Conference with Student LT - Long Term Suspension

Grade 5	Grades 6-8	Grades 9-12
The school board shall not re-admit or enroll a pupil suspended for more than 10 days for school violence, regardless of whether the act was committed at a public or private school, provided that the act was the cause of the suspension or expulsion in the case of a private school, without first holding a conference with the appropriate school officials.		
PC, CS, ISS, OSS, LA, LT.	PC, ISS, OSS, LA, LT, RE.	PC, C, OSS, LA, LT, RE.
PC, C, ISS, OSS, LALT, RE.	PC, OSS, LA, LT, RE.	PC, C, OSS, LA, LT, RE.
PC, C, OSS, LA, LT, RE.	PC, OSS, LA, LT, RE.	PC, C, OSS, LA, LT, RE.
Bullying		
CWS, PC, OSS, Up to 10 days	CWS, PC, OSS, Up to 10 days.	CWS, PC, OSS, Up to 10 days.
CWS, PC, OSS, Up to 180 days.	CWS, PC, OSS, Up to 180 days.	CWS, PC, OSS, Up to 180 days.
CWS, PC, C, OSS - Up to 180 days, RE.	CWS, PC, OSS - Up to 180 days, RE.	CWS, PC, OSS - Up to 180 days, RE.
D - Detention NC - No Credit REP - Review Educational Placement	I - Intervention OSS - Out-of-School Suspension	ISS - In-School Suspension PC - Parent Contact SSW - School Service Work

Definition	Offense	Grades K-4
Bus Misconduct		
Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.	1st Offense	CWS, PC, warning.
	2nd Offense	PC, 1 day off bus.
	3rd Offense	PC, 3 days off bus.
	4th Offense	PC, 5 days off bus.
	5th Offense	PC, loss of riding privileges.
Cheating		
Dishonesty while completing schoolwork plagiarism, and/or falsifying or altering records. Cheating offenses will be counted across all classes. This will restart each semester.	1st Offense	CWS, PC, NC, D.
	2nd Offense	PC, C, D, NC, ISS.
	3rd Offense	PC, C, D, NC, ISS.
Chronic Misbehaving Students		
Chronic misbehaving is defined as either of the following: 1) more than 5 office referrals resulting in a disciplinary action; 2) more than 2 office referrals resulting in suspensions.	1st Offense	CWS, PC, C, I, ISS, OSS, REP.
	2nd Offense	CWS, PC, C, ISS, OSS, I, REP.
	3rd Offense	CWS, PC, C, AIS, ISS, OSS, I, REP, LT, RE.
C - Counselor LA - Legal Authority R - Restitution	CS - Community Service LOP - Loss of Privileges RE - Recommendation for Expulsion	CWS - Conference with Student LT - Long Term Suspension

Grade 5	Grades 6-8	Grades 9-12
CWS, PC, warning.	CWS, PC, warning.	CWS, PC, warning.
PC, 1 day off bus.	PC, 1 day off bus.	PC, 1 day off bus.
PC, 3 days off bus.	PC, 3 days off bus.	PC, 3 days off bus.
PC, 5 days off bus.	PC, 5 days off bus.	PC, 5 days off bus.
PC, loss of riding privileges.	PC, loss of riding privileges.	PC, loss of riding privileges.
Cheating		
PC, C, NC, D.	PC, NC, D, LOP.	PC, NC, D, LOP.
PC, C, NC, D, ISS.	PC, NC, D, ISS, LOP.	PC, NC, D, ISS, LOP.
PC, C, NC, CS, ISS.	PC, C, NC, CS, ISS, LOP.	PC, NC, D, ISS, LOP, mandatory "F" for the semester if all offenses occur in the same course.
Chronic Misbehaving Students		
CWS, C, PC, ISS, OSS, LT, I, REP.	PC, ISS, OSS, LT, I, REP, RE.	PC, LOP, ISS, OSS, LT, REP, RE.
CWS, PC, C, ISS, OSS, I, REP.	PC, ISS, OSS, LT, I, REP, RE.	PC, LOP, ISS, OSS, LT, REP, RE.
CWS, PC, C, AIS, ISS, OSS, I, REP, LT, RE.	PC, ISS, OSS, LT, I, REP, RE.	PC, LOP, ISS, OSS, LT, REP, RE.
D - Detention NC - No Credit REP - Review Educational Placement	I - Intervention OSS - Out-of-School Suspension	ISS - In-School Suspension PC - Parent Contact SSW - School Service Work

Definition	Offense	Grades K-4	
Computer/Technology Misuse			
Inappropriate use of technology (Internet included) is any action by a student to view, print, or distribute pornographic materials, sexting, access private files, harassing, insulting or attacking others, damaging computer systems and/or computer networks, unauthorized tampering of hardware and/or software, violating copyright laws, and employing the network for commercial purposes.	1st Offense	CWS, PC, LOP, R, ISS, LA.	
	2nd Offense	CWS, PC, R, ISS, LA.	
	3rd Offense	CWS, PC, R, ISS, OSS, LA.	
Discriminatory Acts/Disparaging or Demeaning Language			
Use of words or actions, verbal, written or symbolic, meant to harass or injure another person because of race, religion, gender, sexual orientation, disability, political beliefs, ethnic origin, etc.	1st Offense	CWS, C, PC, LOP, CS, ISS, OSS, LA, LT.	
	2nd Offense	CWS, PC, C, LOP, CS, ISS, OSS, LA, LT.	
	3rd Offense	CWS, PC, C, LOP, CS, ISS, OSS, LA, LT, REP, RE.	
Disorderly Conduct			
Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud, or other conduct, which tends to cause or provoke a disturbance.	1st Offense	PC, C, CWS, LOP, ISS.	
	2nd Offense	PC, C, CWS, LOP, ISS, OSS.	
	3rd Offense	CWS, PC, C, LOP, ISS, OSS.	
C - Counselor LA - Legal Authority R - Restitution		CS - Community Service LOP - Loss of Privileges RE - Recommendation for Expulsion	CWS - Conference with Student LT - Long Term Suspension

Grade 5	Grades 6-8	Grades 9-12	
Computer/Technology Misuse			
CWS, PC, LOP, R, ISS, LA.	CWS, PC, LOP, R, D, ISS, OSS, LA, LT.	CWS, PC, LOP, R, D, ISS, OSS.	
CWS, PC, R, ISS, LA.	CWS, PC, LOP, R, D, ISS, OSS, LA, LT, RE.	CWS, PC, LOP, R, D, ISS, OSS.	
CWS, PC, R, ISS, OSS, LA.	CWS, PC, LOP, R, D, ISS, OSS, LA, LT, RE.	CWS, PC, LOP, R, ISS, OSS, LA, LT, RE.	
Discriminatory Acts/Disparaging or Demeaning Language			
CWS, C, PC, LOP, CS, ISS, OSS, LA, LT.	CWS, C, D, PC, LOP, CS, ISS, OSS, LA, LT.	CWS, C, D, PC, LOP, CS, ISS, OSS, LA, LT.	
CWS, PC, C, LOP, CS, ISS, OSS, LA, LT.	CWS, PC, C, LOP, CS, ISS, OSS, LA, LT.	CWS, PC, C, LOP, CS, ISS, OSS, LA, LT.	
CWS, PC, C, LOP, CS, ISS, OSS, LA, LT, REP, RE.	CWS, PC, C, LOP, CS, ISS, OSS, LA, LT, REP, RE.	CWS, PC, C, LOP, CS, ISS, OSS, LA, LT, REP, RE.	
Disorderly Conduct			
PC, C, CWS, LOP, ISS.	PC, C, CWS, D, LOP, ISS, OSS.	PC, C, CWS, D, LOP, ISS, OSS.	
PC, C, CWS, LOP, ISS, OSS.	PC, C, D, LOP, ISS, OSS.	PC, C, D, LOP, ISS, OSS.	
CWS, PC, C, LOP, ISS, OSS.	PC, LOP, ISS, OSS.	PC, LOP, ISS, OSS.	
D - Detention NC - No Credit REP - Review Educational Placement		I - Intervention OSS - Out-of-School Suspension SSW - School Service Work	ISS - In-School Suspension PC - Parent Contact

Definition	Offense	Grades K-4
Disrespectful Conduct or Speech		
a.) Disrespectful verbal, written, or symbolic language or gesture, which is inappropriate to public settings, directed to a staff member or another student. b.) Conduct or verbal, written, or symbolic language which materially and substantially disrupts classroom work, school activities, or school functions.	1st Offense	CWS, PC, LOP, ISS, LA
	2nd Offense	CWS, PC, ISS, OSS, LA
	3rd Offense	CWS, PC, ISS, OSS, LA
False Alarms		
a.) The act of initiating a false fire alarm or initiating a false report warning of a fire or an impending catastrophe. b.) Tampering with emergency equipment.	1st Offense	CWS, PC, C, LOP, LA.
	2nd Offense	PC, C, LOP, ISS, OSS, LA, REP.
	3rd Offense	PC, LOP, ISS, OSS, LA, REP, LT.
False Reports		
The act of falsely reporting incidents or making false accusations or giving false information to school personnel which would affect the welfare of others.	1st Offense	CWS, PC, LOP.
	2nd Offense	CWS, PC, ISS.
	3rd Offense	CWS, PC, ISS, OSS.
C - Counselor CS - Community Service CWS - Conference with Student LA - Legal Authority LOP - Loss of Privileges LT - Long Term Suspension R - Restitution RE - Recommendation for Expulsion		

Grade 5	Grades 6-8	Grades 9-12
Disrespectful Conduct or Speech		
CWS, PC, LOP, ISS, LA	PC, CWS, D, LOP, ISS, OSS, LA.	PC, CWS, D, LOP, ISS, OSS, LA.
CWS, PC, ISS, OSS, LA	PC, D, LOP, ISS, OSS, LA.	PC, D, LOP, ISS, OSS, LA.
CWS, PC, ISS, OSS, LA	PC, LOP, ISS, OSS, LA.	PC, LOP, ISS, OSS, LA.
False Alarms		
CWS, PC, C, LOP, ISS, OSS, LA.	PC, ISS, OSS, LA.	PC, ISS, OSS, LA.
PC, C, LOP, ISS, OSS, LA, REP.	PC, ISS, OSS, LA, LT.	PC, ISS, OSS, LA, LT.
PC, LOP, ISS, OSS, LA, REP, LT.	PC, OSS, LA, LT, RE.	PC, OSS, LA, LT, RE.
False Reports		
CWS, PC, D.	PC, D, ISS, OSS, LA.	PC, D, ISS, OSS, LA.
CWS, PC, D, ISS.	PC, ISS, OSS, LA, LT.	PC, ISS, OSS, LA, LT.
CWS, PC, D, ISS, OSS.	PC, OSS, LA, LT, RE.	PC, OSS, LA, LT, RE.
D - Detention I - Intervention ISS - In-School Suspension NC - No Credit OSS - Out-of-School Suspension PC - Parent Contact REP - Review Educational Placement SSW - School Service Work		

Definition	Offense	Grades K-4	
Fighting			
Occurs when two or more persons voluntarily or by agreement, engage in any fight or use any blows or violence toward each other, in any angry or quarrelsome manner.	1st Offense	CWS, PC, C, LOP, CS, ISS, OSS, LA.	
	2nd Offense	CWS, PC, C, LOP, ISS, OSS, REP, LA.	
	3rd Offense	PC, C, LOP, ISS, OSS, LA.	
Forgery			
The act of falsely using, in writing, the name of another person or falsifying time, dates, grades, addresses, or other data on school forms.	1st Offense	CWS, NC, D, ISS.	
	2nd Offense	CWS, NC, D, ISS.	
	Subsequent Offense	NC, D, ISS, OSS.	
Gambling			
Making a bet as defined by Section 572.020 (4) RSMo or engaging in conduct prohibited under Chapter 572.000 RSMo. Possession and/or use of any gaming devices, including but not limited to playing cards or dice. Also any actions normally associated with gambling, such as pitching or matching coins, wagering or betting on sports events or participation in pools.	1st Offense	CWS, PC, Confiscation.	
	2nd Offense	CWS, PC, ISS, Confiscation.	
	3rd Offense	PC, ISS, OSS, Confiscation.	
C - Counselor LA - Legal Authority R - Restitution		CS - Community Service LOP - Loss of Privileges RE - Recommendation for Expulsion	CWS - Conference with Student LT - Long Term Suspension

Grade 5	Grades 6-8	Grades 9-12
Fighting		
CWS, PC, C, LOP, CS, ISS, OSS, LA.	CWS, PC, C, LOP, CS, ISS, OSS, LA.	CWS, PC, C, LOP, CS, ISS, OSS, LA.
CWS, PC, C, LOP, ISS, OSS, REP, LA.	PC, OSS, LA, LT, REP.	PC, OSS, LA, LT, REP.
PC, C, LOP, ISS, OSS, LA.	PC, OSS, LA, LT, RE.	PC, OSS, LA, LT, RE.
Forgery		
PC, C, NC, SSW, ISS.	PC, NC, D, ISS.	PC, NC, D, ISS.
PC, C, NC, ISS.	PC, NC, D, ISS, OSS.	PC, NC, ISS.
PC, C, NC, OSS.	PC, NC, D, ISS, OSS.	PC, NC, ISS, OSS.
Gambling		
CWS, PC, C, SSW, Confiscation.	PC, D, ISS, OSS, Confiscation.	CWS, PC, D, ISS, Confiscation.
CWS, PC, C, ISS, Confiscation.	PC, D, ISS, OSS, Confiscation.	PC, D, ISS, OSS, Confiscation.
PC, C, ISS, Confiscation.	PC, D, ISS, OSS, Confiscation.	Confiscation, RE.
D - Detention NC - No Credit REP - Review Educational Placement	I - Intervention OSS - Out-of-School Suspension	ISS - In-School Suspension PC - Parent Contact SSW - School Service Work

Definition	Offense	Grades K-4
Hazing		
Harassment, abuse, or humiliation by way of initiation. It can be physical, mental, or emotional.	1st Offense	CWS, PC, LOP.
	2nd Offense	CWS, PC, C, LOP, ISS, OSS.
	3rd Offense	CWS, PC, LOP, ISS.
Inappropriate Display Of Affection		
Embracing, kissing, or caressing another in a situation or under circumstances deemed inappropriate.	1st Offense	CWS, PC, C.
	2nd Offense	CWS, PC, C.
	3rd Offense	CWS, PC, C, ISS, OSS.
Inciting Others To Violence or Disobedience		
By words, acts, or deeds, giving encouragement to demonstrations, protests, or violence towards others to disrupt the normal educational process of the school.	1st Offense	CWS, PC, LOP, I, ISS, OSS.
	2nd Offense	CWS, PC, LOP, I, R, ISS, OSS, REP.
	3rd Offense	CWS, PC, LOP, I, R, ISS, OSS, REP.
C - Counselor LA - Legal Authority R - Restitution	CS - Community Service LOP - Loss of Privileges RE - Recommendation for Expulsion	CWS - Conference with Student LT - Long Term Suspension

Grade 5	Grades 6-8	Grades 9-12
CWS, PC, D, LOP, ISS.	CWS, PC, D, LOP, ISS, OSS.	CWS, D, PC, C, LOP, ISS, OSS, LT.
CWS, PC, LOP, ISS.	CWS, PC, LOP, ISS, OSS.	CWS, PC, C, LOP, ISS, OSS, LT.
CWS, PC, LOP, ISS, OSS.	CWS, PC, LOP, OSS, LT.	CWS, PC, C, LOP, OSS, LT.
CWS, PC, C, CS.	CWS, PC, C, D.	CWS, PC, D, ISS.
PC, C, ISS.	CWS, PC, C, D, ISS.	CWS, PC, D, ISS.
PC, C, ISS, OSS.	CWS, PC, ISS, OSS.	CWS, PC, ISS, OSS.
CWS, PC, LOP, I, ISS, OSS.	PC, D, LOP, ISS, OSS.	CWS, D, LOP, ISS, OSS.
CWS, PC, LOP, I, R, Iss, OSS, REP.	PC, ISS, OSS.	PC, D, ISS, OSS.
CWS, PC, LOP, I, R, ISS, OSS, REP.	PC, ISS, OSS, LT.	PC, OSS, ISS, LT.
D - Detention NC - No Credit REP - Review Educational Placement	I - Intervention OSS - Out-of-School Suspension	ISS - In-School Suspension PC - Parent Contact SSW - School Service Work

Definition	Offense	Grades K-4
Insubordination		
The willful failure to respond or carry out a reasonable directive by authorized school personnel.	1st Offense	CWS, PC, C, CS, ISS.
	2nd Offense	CWS, PC, CS, ISS.
	3rd Offense	CWS, PC, C, CS, ISS, OSS.
Interference With The Educational Process		
Conduct, behavior, sleeping, cell phones/communication devices, electronic devices, Social Media, and attire, which interfere with the educational process, including the use of obscene, suggestive, profane language, or gestures advocating disruptive or illegal activity. Tampering with others property and/or school district property.	1st Offense	Confiscation, PC, C, LOP, D, CS, ISS, LA.
	2nd Offense	Confiscation, PC, C, LOP, D, CS, ISS, LA.
	3rd Offense	Confiscation, PC, C, ISS, OSS, LA.
Parking/Driving Violation		
Parking lot violations may include, but are not limited to the following: parking out of assigned area, failure to display proper permit, etc. In addition, vehicle may be towed at owner's expense. Driving on school property carelessly or without due caution so as to endanger persons or property.	1st Offense	
	2nd Offense	
	3rd Offense	
C - Counselor CS - Community Service CWS - Conference with Student LA - Legal Authority LOP - Loss of Privileges LT - Long Term Suspension R - Restitution RE - Recommendation for Expulsion		

Grade 5	Grades 6-8	Grades 9-12
PC, CS, ISS, OSS.	PC, D, LOP, ISS, OSS.	CWS, PC, D, LOP, ISS, OSS.
PC, CS, ISS, OSS.	PC, LOP, ISS, OSS.	PC, D, LOP, ISS, OSS.
PC, ISS, OSS.	PC, LOP, ISS, OSS, LT.	LOP, ISS, OSS.
Confiscation, PC, C, LOP, D, CS, ISS, LA.		
Confiscation, PC, C, LOP, D, CS, ISS, LA.	Confiscation, CWS, PC, D, LOP, ISS, OSS, LA.	Confiscation, CWS, PC, D, LOP, ISS, OSS, LA.
Confiscation, PC, C, LOP, D, CS, ISS, LA.	Confiscation, PC, ISS, OSS, LOP, LA.	Confiscation, PC, D, ISS, OSS, LOP, LA.
Confiscation, PC, C, ISS, OSS, LA.	Confiscation, PC, ISS, OSS, LOP, LA.	Confiscation, PC, ISS, OSS, LOP, LA.
PC, CWS, Ticket, ISS, OSS, LOP, LA		
PC, CWS, LOP, Ticket, ISS, OSS, LA		
PC, CWS, LOP, ISS, OSS, LA.		
D - Detention I - Intervention ISS - In-School Suspension NC - No Credit OSS - Out-of-School Suspension PC - Parent Contact REP - Review Educational Placement SSW - School Service Work		

Definition	Offense	Grades K-4
Physical Attack On Staff Member		
Any physical act of aggression including, but not limited to, intentionally pushing, striking, spitting, biting, etc.	1st Offense	CWS, PC, C, LOP, ISS, OSS, LA, LT.
	2nd Offense	PC, C, LOP, REP, RE, ISS, OSS, LA, LT, I.
	3rd Offense	PC, C, I, REP, RE, ISS, OSS, LA, LT.
Sexual Assault		
Intentional touching of clothed or unclothed intimate part(s) of another person with any part(s) of the body or with any object or device thereby causing offense or alarm and acts prohibited or defined in Chapter 566.010 RSMo.	1st Offense	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.
	2nd Offense	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.
	3rd Offense	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT, RE.
Sexual Harassment		
a.) Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communication. b.) Use of verbal, written, or symbolic language that is sexually harassing.	1st Offense	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.
	2nd Offense	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.
	3rd Offense	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT, RE.
C - Counselor LA - Legal Authority R - Restitution	CS - Community Service LOP - Loss of Privileges RE - Recommendation for Expulsion	CWS - Conference with Student LT - Long Term Suspension

Grade 5	Grades 6-8	Grades 9-12
Physical Attack On Staff Member		
CWS, PC, C, LOP, ISS, OSS, LA, LT.	PC, OSS, REP, LA, LT, RE.	PC, OSS, REP, LA, LT, RE.
PC, C, LOP, REP, RE, ISS, OSS, LA, LT, I.	PC, OSS, REP, LA, LT, RE.	PC, OSS, REP, LA, LT, RE.
PC, C, I, REP, RE, ISS, OSS, LA, LT.	PC, OSS, LA, LT, RE.	PC, OSS, LA, LT, RE.
Sexual Assault		
CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.
CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.
CWS, PC, C, LOP, REP, ISS, OSS, LA, LT, RE.	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT, RE.	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT, RE.
Sexual Harassment		
CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.
CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT.
CWS, PC, C, LOP, REP, ISS, OSS, LA, LT, RE.	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT, RE.	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT, RE.
D - Detention NC - No Credit REP - Review Educational Placement	I - Intervention OSS - Out-of-School Suspension	ISS - In-School Suspension PC - Parent Contact SSW - School Service Work

Definition	Offense	Grades K-4
Shakedown Or Strong-Arm/Extortion		
The act of extortion or borrowing or attempting to borrow any money or items of value from a person unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.	1st Offense	CWS, PC, LOP, R, CS, LA.
	2nd Offense	PC, C, R, CS, ISS, OSS, LA.
	3rd Offense	CWS, PC, C, R, ISS, OSS, LA.
Theft/Possession of Stolen Property		
The act of taking, possessing, or concealing the property of another without owner's consent.	1st Offense	Confiscation, CWS, PC, C, LOP, R, CS, LA, LT.
	2nd Offense	Confiscation, CWS, PC, C, LOP, R, CS, ISS, LA, LT.
	3rd Offense	Confiscation, PC, LOP, R, ISS, OSS, LA, LT.
Threatening Or Intimidating Acts		
The act of verbally or by gesture threatening the well-being, health or safety of any person on school property or enroute to or from school.	1st Offense	CWS, PC, C, LOP, CS, ISS.
	2nd Offense	CWS, PC, C, LOP, REP, ISS, OSS.
	3rd Offense	CWS, PC, C, REP, ISS, OSS, LA, LT, RE.
C - Counselor LA - Legal Authority R - Restitution	CS - Community Service LOP - Loss of Privileges RE - Recommendation for Expulsion	CWS - Conference with Student LT - Long Term Suspension

Grade 5	Grades 6-8	Grades 9-12
Shakedown Or Strong-Arm/Extortion		
CWS, PC, LOP, R, CS, LA.	PC, R, SSW, ISS, OSS, LA.	PC, R, D, ISS, OSS, LA.
PC, C, R, CS, ISS, OSS, LA.	PC, R, ISS, OSS, LA.	PC, R, ISS, OSS, LA.
CWS, PC, C, R, ISS, OSS, LA.	PC, R, ISS, OSS, LA.	PC, R, OSS, LA.
Theft/Possession of Stolen Property		
Confiscation, CWS, PC, C, LOP, R, CS, LA, LT.	Confiscation, PC, C, R, LOPO, ISS, OSS, LA, LT, RE.	Confiscation, PC, C, R, LOP, ISS, OSS, LA, LT, RE.
Confiscation, CWS, PC, C, LOP, R, CS, ISS, LA, LT.	Confiscation, PC, C, R, LOP, ISS, OSS, LA, LT, RE.	Confiscation, PC, C, R, LOP, ISS, OSS, LA, LT, RE.
Confiscation, PC, LOP, R, ISS, OSS, LA, LT.	Confiscation, PC, C, R, LOP, ISS, OSS, LA, LT, RE.	Confiscation, PC, C, R, LOP, ISS, OSS, LA, LT, RE.
Threatening Or Intimidating Acts		
CWS, PC, C, LOP, CS, ISS	PC, C, D, LOP, ISS, OSS, LA, REP, RE.	PC, C, D, LOP, ISS, OSS, LA, REP, RE.
CWS, PC, C, LOP, REP, ISS, OSS.	PC, C, D, LOP, ISS, OSS, LA, REP, RE.	PC, C, D, LOP, ISS, OSS, LA, REP, RE.
CWS, PC, C, REP, ISS, OSS, LA, LT, RE.	PC, C, D, LOP, ISS, OSS, LA, REP, RE.	PC, C, D, LOP, ISS, OSS, LA, REP, RE.
D - Detention NC - No Credit REP - Review Educational Placement	I - Intervention OSS - Out-of-School Suspension	ISS - In-School Suspension PC - Parent Contact SSW - School Service Work

Definition	Offense	Grades K-4
Tobacco (Use of or Possession)		
Use or possession of leaves of cultivated tobacco plants prepared for use in smoking, chewing or as snuff, on school property, bus or at school activities. HB381 Section 407.933 1.) No person less than eighteen years of age shall purchase, attempt to purchase or possess cigarettes or other tobacco products (electronic cigarettes /vapor pen) unless such person is an employee of a seller of cigarettes or tobacco products and is in such possession to effect a sale in the course of employment, or an employee of the division of liquor control for enforcement purposes pursuant to subsection 5 of section 407.934. 2.) Any person less than eighteen years of age shall not misrepresent his or her age to purchase cigarettes or tobacco products. 3.) E-liquids will fall under this category.	1st Offense	Confiscation, CWS, PC, LOP, CS, ISS, OSS.
	2nd Offense	Confiscation, CWC, PC, ISS, OSS, LA.
	3rd Offense	Confiscation, CWS, PC, C, ISS, OSS, LA.
Truancy		
A willful absence from school or class without the principal's permission/knowledge.	1st Offense	PC, LOP, CS, LA.
	2nd Offense	PC, LOP, ISS, LA.
	3rd Offense	PC, LOP, ISS, OSS, LA
C - Counselor CS - Community Service CWS - Conference with Student LA - Legal Authority LOP - Loss of Privileges LT - Long Term Suspension R - Restitution RE - Recommendation for Expulsion		

Grade 5	Grades 6-8	Grades 9-12
Tobacco (Use of or Possession)		
Confiscation, CWS, PC, LOP, CS, LA, ISS, OSS.	Confiscation, LOP. Use: OSS, LA. Possession: ISS, OSS, LA.	Confiscation, PC, LOP, D, ISS, LA.
Confiscation, PC, ISS, OSS, LA.	Confiscation, LOP. Use: OSS, ISS, LA. Possession: OSS, LA.	Confiscation, PC, LOP, ISS, OSS, LA.
Confiscation, CWS, PC, C, ISS, OSS, LA.	Confiscation, LOP. Use: LA, LT. Possession: OSS, LA, LT.	Confiscation, LOP, PC, ISS, OSS, LA.
Truancy		
PC, LOP, CS, ISS, LA.	PC, D, LOP, ISS.	PC, D, LOP, ISS.
PC, LOP, ISS, LA.	PC, D, ISS, LOP, LA.	PC, D, ISS, LOP, LA.
PC, LOP, ISS, OSS, LA.	PC, LOP, ISS, OSS, LA.	PC, LOP, ISS, OSS, LA.
D - Detention I - Intervention ISS - In-School Suspension NC - No Credit OSS - Out-of-School Suspension PC - Parent Contact REP - Review Educational Placement SSW - School Service Work		

Definition	Offense	Grades K-4
Vandalism/Criminal Damage		
The act of intentional destruction of property belonging to the Sedalia School District #200 or others. This shall also include tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property.	1st Offense	CWS, PC, LOP, R, LA, LT.
	2nd Offense	CWS, PC, LOP, R, ISS, OSS, LA, LT.
	3rd Offense	CWS, PC, LOP, R, ISS, OSS, LA, LT.
C - Counselor LA - Legal Authority R - Restitution		CS - Community Service LOP - Loss of Privileges RE - Recommendation for Expulsion
CWS - Conference with Student LT - Long Term Suspension		

Grades 5-6	Grades 7-9	Grades 10-12
Vandalism/Criminal Damage		
CWS, PC, R, LOP, ISS, OSS, LA, LT.	PC, R, SSW, LOP, ISS, OSS, LA, LT.	PC, R, D, LOP, ISS, OSS, LA, LT.
CWS, PC, R, LOP, ISS, OSS, LA, LT.	PC, R, SSW, LOP, ISS, OSS, LA, LT.	PC, R, LOP, ISS, OSS, LA, LT.
CWS, PC, R, LOP, ISS, OSS, LA, LT.	PC, R, SSW, LOP, ISS, OSS, LA, LT.	PC, R, LOP, ISS, OSS, LA, LT.
D - Detention NC - No Credit REP - Review Educational Placement		I - Intervention OSS - Out-of-School Suspension PC - Parent Contact SSW - School Service Work
ISS - In-School Suspension		

Weapons

THE SAFE SCHOOLS ACT OF 1996 states: "**WEAPON**" shall mean a "**FIREARM**" as defined under 18 U. S. C. 921, and the following items as defined in section 571.010, RSMo are considered by the Sedalia School District #200 as **CATEGORY I WEAPONS**: a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon (including bows, arrows, pellet guns, sling shots, paint ball guns), a rifle, a shotgun, a spring gun, a switchblade knife or bullets.

In addition other items considered by the District to be weapons, classified as **CATEGORY II WEAPONS**: poisons, numchucks, chains, throwing stars or other devices that could be used as a weapon to threaten others.

Other items which will be viewed as weapons and designated **CATEGORY III WEAPONS** include: fireworks, firecrackers and smoke bombs, throwing darts, laser pointers, nuisance items and toys, unauthorized tools, mace, etc.

Note: Any knife is classified as a Category I Weapon regardless of blade length

Definition	Offense	Grades K-4
See above	1st Offense - Grades K-4 / Any Offense - Grades 5-12	<p>Category I - Firearm loaded or unloaded Confiscation, PC, ISS, OSS, LA, LT, RE.</p> <p>Category I - Non-Firearm - Use or Attempted Use Confiscation, PC, C, ISS, OSS, LA, LT.</p> <p>Category I - Non-Firearm - Possession Confiscation, PC, LOP, ISS, OSS, LA, RE.</p> <p>Category II - Possession PC, C, ISS, OSS, LA.</p> <p>Category II - Use or Attempted Use Confiscation, PC, C, LOP, ISS, OSS, LA.</p> <p>Category III - Possession or Use Confiscation, PC, C, LOP, ISS, OSS.</p>
	2nd Offense	Same as above

CWS - Conference with Student	PC - Parent Contact
C - Counselor	I - Intervention
AIS - Referred to Alternate Intervention Strategy	LOP - Loss of Privileges
NC - No Credit	R - Restitution
D - Detention	SSW - School Service Work

Policy - All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building principal or designee. These environments include, but are not limited to district-owned buildings, leased or rented facilities; school sponsored activities; field trips; school vehicles and buses; and any school bus stops. This policy is in effect before, during and after school.

Student Reporting - Students who see or become aware of a weapon in school must not touch it or remain in its presence. Notify an adult immediately.

Exceptions - Pursuant to Missouri Statutes exemptions are granted to licensed peace officers, military personnel or students participating in military training while performing official duties; school district approved firearm safety courses; school district approved possession and use of dangerous weapons by a ceremonial color guard; school district approved gun or knife shows; school district approved possession and use of starter guns for athletic contests.

Development of Plan - In certain instances, indicated by "Dev plan" in the consequence section below, a PC and student must occur to establish a written plan for the student's continuation in school. Some modification of the terms of the suspension may also be warranted at this time.

Grades 5	Grade 6-8	Grades 9-12
<p>Category I - Firearm, loaded or unloaded Same as Grades K-4.</p> <p>Category I - Non-Firearm-Use or Attempted Use Confiscation, PC, ISS, OSS, Dev. Plan, LA, LT, RE.</p> <p>Category I - Non-Firearm - Possession Confiscation, PC, ISS, OSS, Dev. Plan, LA, LT.</p> <p>Category II - Possession Confiscation, PC, ISS, Dev. Plan, LA.</p> <p>Category II - Use or Attempted Use Confiscation, PC, ISS, OSS, Dev. Plan, LA, LT, RE.</p> <p>Category III - Possession or Use Same as Grades K-4.</p>	1-365 days OSS, LA, LT, RE.	PC, OSS, LA, LT, RE.
<p>Category I - Non-Firearm - Possession or Use, Category II or III -any Confiscation, PC, ISS, OSS, LA, LT, RE</p>		

CS - Community Service	LT - Long Term Suspension
ISS - In-School Suspension	OSS - Out-of-School Suspension
RE - Recommendation for Expulsion	LA - Legal Authority